

**Table 5. Recommended Placement of Various District (Cost Center) Costs**

COST	<u>Common Services</u>	<u>Specific Project</u>	<u>Multiple Projects</u>	
			Surcharge on Projects	Allocation to Projects (Holding Account)
<b>Field Office Management:</b>				
District Chief:	Mgmt & spvy activities	Significant proj. specific activities	No	No
Associate District Chief:	Mgmt & spvy activities	Significant proj. specific activities	No	No
Section Chief:	Mgmt & spvy activities	All project specific activities	No	No
Subdistrict Chief:	Mgmt & spvy activities	Significant proj. specific activities	No	No
Field Office Chief:	Mgmt & spvy activities	All project specific activities	No	No
Other Supervisors:	Mgmt & spvy activities	All project specific activities	No	No
Secretary (for managers/supervisors):	Mgmt & spvy activities	Significant proj. specific activities	No	No
<b>Administration:</b>				
Administrative Officer:	Yes	No	No	No
Administrative Specialist/Budget Analyst:	Yes	No (except spec. proj. require.)	No	No
Administrative Technician:	Yes	No	No	No
Procurement/Contracts Staff:	Yes	No	No	No
<b>Operations:</b>				
Leave:	Mgmt and spvy activities	Project earned (or holding acct.)	No	Yes, by salary
Travel:	Management & Admin.	Project specific	No	No
Postage and Shipping:	Common business	Significant unique to project	No	No
Office of Personnel Management Fees:	Yes	No	No	No
EEO Investigations:	Yes	No	No	No
Relocation Expenses:	Yes	No	No	No
Health (Unit) Care:	Yes	No	No	No
Employee Assistance:	Yes	No	No	No
Labor Union Activities:	Yes	No	No	No

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<b>Operations (continued):</b>				
Awards:	Yes (District benefit)	Yes (single project benefit)	No	No
Security Clearances:	District capability development	Unique project requirement	No	No
Safety Activities:	Common	Project specific	No	No
Hazardous Waste:	No	Significant unique to project	Surcharge on, or allocation to generating projects	
District-wide Meetings (i.e. retreats):	Yes	No	No	No
Tort Claims:	No (paid by WOTSC)	No	No	No
<b>Computer Support:</b>				
System Administrators & Comp Specialists:	All common support activities	Significant unique proj. activities	No	No
Network telecom charges:	Yes	No	No	No
Database Management Staff:	Admin (e.g. AIS)	If dedicated (e.g. data programs)	Yes, if basis is documented	No
Computer Usage:	Yes	No	No	No
Software Acquisition and Development:	Common desktop	Project specific	No	No
<b>District Laboratories:</b>				
Laboratory Operations (common):	No	No	No	Yes, by usage
Laboratory Management Staff:	No	No	Yes, if basis is documented	No
<b>Library Operations:</b>				
District Library Operations:	Yes	No	No	No

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<b>Publications:</b>				
Non-technical Review and Approval Services:	No	Yes	Yes, if basis is documented	No
Technical Editing:	No	Yes	Yes, if basis is documented	No
Report Preparation:	No	Yes	Yes, if basis is documented	No
Publication Costs:	No	Yes	Yes, if basis is documented	No
Printing:	No	Yes	Yes, if basis is documented	No
<b>Outreach:</b>				
Open House(s):	Yes	No	No	No
Recruitment at Career Fairs:	Yes	No	No	No
Public Affairs/Information Officer:	Yes	No	No	No
VI Clothing	Outreach purposes	All other	No	No
Web Page Development & Maintenance	Program develop. & outreach	All other	No	No
<b>Training (Salary &amp; Expenses):</b>				
Mandatory Training:	All hands requirement	Project specific requirement	No	No
General Training:	Non-project specific	No	No	No
Technical Training:	District capability development	Project specific requirement	No	No
<b>Communications Systems:</b>				
Telecommunications (FTS 2001):	Yes	No	No	No
Local Telephones:	Yes	No	No	No
Field Cellular Telephones:	If dedicated to management	Project dedicated	No	Yes, by usage
<b>Program Development and Planning:</b>				
Program Development and Planning:	Yes	No (unless customer approves)	No	No

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<b>Office and Production Supplies:</b>				
Office and Production Supplies:	General Office Supplies	Project specific supplies	No	No
<b>Equipment:</b>				
Vessel, Aircraft and Vehicles - Purchase:	Management & Admin.	Project dedicated	Surcharge or allocation by usage (WCF)	
Vessel, Aircraft and Vehicles - Operation:	Management & Admin.	Project dedicated	Surcharge or allocation by usage	
ADP equipment --office:	Common usage	Unique project requirement	No	No
ADP equipment--field:	No	Project dedicated	No	No
General office equipment	Yes	No	No	No
Laboratory equipment:	District capability development	Project dedicated	Surcharge or allocation by usage (WCF)	
Field equipment:	District capability development	Project dedicated	Surcharge or allocation by usage (WCF)	
Safety equipment:	Common use	Project dedicated	Surcharge or allocation by usage (WCF)	
Garage/Warehouse Equipment:	Common use	Project dedicated	Surcharge or allocation by usage (WCF)	
<b>Specialists - Technical Support:</b>				
Discipline Specialists:	Common specialist duties	Project unique activities	No	No
Safety:	Yes	No	No	No
Training Officer:	Yes	No	No	No
<b>District Contingency Fund:</b>				
Contingency Fund:	Yes	No	No	No

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<b>Facilities General:</b>				
Rent Paid to GSA:	Common facilities	Single project facility	No	No
Rent Paid to Others:	Common facilities	Single project facility	No	No
Rent Paid through Cooperative Agreements:	Common facilities	Single project facility	No	No
Rent Paid through 'In-Kind' Services:	Common facilities	Single project facility	No	No
Working Capital Fund for Moves:	Common facilities	Single project facility	No	No
<b>Facilities Operations:</b>				
Utilities:	Common facilities	Single project facility	No	No
Fuel:	Common facilities	Single project facility	No	No
Security System:	Common facilities	Single project facility	No	No